



# Delaware Army National Guard

## Announcement for Active Guard Reserve (AGR) Position AGR Vacancy Announcement

### SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

<b>Position Title:</b> Human Resource NCO	<b>Position Number:</b> 17-AR-15	<b>Open Date:</b> 11 September 2015	<b>Close Date:</b> 10 October 2015
<b>MOS/Branch Required:</b> 12R	<b>PARA/LIN:</b> 103A/03	<b>Minimum Grade:</b> SPC (E4) <b>Maximum Grade:</b> SGT (E5)	
<b>HRO Point of Contact</b>		<b>Duty Location</b>	
SGM Daniel J Susi Jr Email: <a href="mailto:daniel.j.susi2.mil@mail.mil">daniel.j.susi2.mil@mail.mil</a> Telephone# : (302) 326-7126		160 <sup>th</sup> Engineer Company – Vertical (WY0HAA) Newark Reserve Center 1001 Ogletown Road Newark, DE 109711	

### SECTION II: Position Considerations

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|----------------------|---|--|
| <b>X</b><br><b>X</b> | <b>Zone 1</b><br><b>Zone 2</b><br><b>Zone 3</b> | <b>On-Board DEARNG Active Guard Reserve (AGR)</b><br><b>Delaware Army National Guard Members</b><br>Nationwide – Members eligible for membership in the Delaware Army National Guard |
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### SECTION III: Duties and Responsibilities of Position

Perform various day-to-day personnel and administrative support duties to include records management, data input, word processing, and data base management tasks. Reviews, evaluates, and interprets regulatory guidance, policies, and procedures. Responsible for completion and submission of all required unit and individual personnel actions to include pay, maintenance of the unit personnel files, etc. Responsible for prompt SIDPERS input/updates. Responsible for completion/submission of all required unit/individual personnel actions to include pay, maintenance of the unit personnel files, etc. Performs all other duties as assigned.

### SECTION IV: Program Entry Qualifications. For initial entry and subsequent assignment in the AGR Program, an applicant must meet and maintain the qualifications prescribed below, additionally meet standards prescribed IAW AR (NGR) 600-5, AR 135-18, AR 40-501, AR 600-9, and AR 600-10.

- Must be a member of the DEARNG.
- Applicants must possess the 12R or be able to obtain 12R MOSQ within one year of hire.
- Must have the skills and knowledge to complete the above duties and responsibilities.
- Must be 18 years of age, and less than 55 years of age for initial entry.
- Must have passed an Army Physical Fitness Test (APFT) within 6 months of date of hire.
- Must possess a valid security clearance or obtain a favorable National Agency Check (NAC) prior to AGR entry. All clearances must be commensurate for the grade, MOS/AOC and AGR position.
- Must be able to complete a 3-year initial tour of Full-time National Guard duty (FTNGD) prior to reaching 18 years AFS or the date of mandatory removal from an active status based on age, or service (without an extension).
- Must be eligible for reenlistment or extension per NGR 600-200.
- Must meet medical fitness standards for retention per AR 40-501, chapter 3.
- Prior to entry on Active Duty or FTNGD in the AGR Program, must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), and not be pregnant per AR 40-501 and AR 600-110.
- Must meet the body composition standards prescribed in AR 600-9.
- Must meet the medical fitness standards for retention per AR 40-501, chapter 3. When appropriate, the soldier must also meet the medical fitness standards for flying duty per AR 40-501, chapter 4, or the medical fitness standards for miscellaneous purposes per AR 40-501, chapter 5. If PULHES numerical indicator of P3 or P4, then the requirements of AR 600-60 must be met prior to accessioning into the AGR program.
- Applicants who have voluntarily separated from AGR Program are not eligible to re-enter for one year from date separation.
- Must not be under suspension of favorable personnel actions (flagged) per AR 600-8-2.

In accordance with 29 CFR Part 1614, The Delaware Army National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.



# Delaware Army National Guard

## Announcement for Active Guard Reserve (AGR) Position

### AGR Vacancy Announcement

**SECTION V: Instructions for Applying.** This office will not accept applications mailed at government expense. Failure to submit all required documents as outlined below will result in your application not being considered for employment. A lack of required documentation requires the applicant to submit written justification explaining why.

**Submit the following required documentation in the order listed below:**

- Completed NGB 34-1 (NOV 2013 edition). If not completed in its entirety, you will not be considered.
- Completed Optional Form 306.
- DENG Point of Contact Form.
- Copy of current state and military driver's license.
- Most recent MEDPROS Individual Medical Readiness (IMR) Record. IMR and PHA, both must have been completed within the last 12 months at the time of entry (accessible through Army Knowledge Online (AKO)).
- Last three NCOERs/Evaluation/Letter of recommendation as appropriate for grade of applicant. A letter of recommendation can be used if no NCOERs are available based on rank. Justification from the applicant for missing documentation is required.
- Certified copy of Enlisted Record Brief (ERB) as appropriate.
- Current GPFM 1790 (PQR).
- Photograph in military uniform (ASU) taken within the last 12 months (Required for E6 and above).
- Current RPAM Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)) or equivalent retirement points statement from other branch of service.
- All Certificate of Release or Discharge (DD Form 214, DD Form 220(s) and any accompanying DD Form 215(s) if applicable).
- Copy of DA 705 (APFT).
- Current Body Fat Content Worksheet (DA Form 5500-R or DA Form 5501-R) for HT/WT performance (If applicable).
- All current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
- Current SF 181 (Ethnicity and Race verification).

Note: Blank forms can be located on the AGR SharePoint site. [Active Guard Reserve \(AGR\) Branch - Application Forms](#) or the Delaware National Guard Website <http://www.delawarenationalguard.com/join/full-time/>.

#### IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION:

- Failure to follow the instructions in this announcement will result in packet disqualification.
- Application packets can be sent to the DENG HRO-AGR Branch, 250 Airport Road, New Castle, DE 19720
- Be sure to correctly annotate the announcement number and position title on your application.
- Incomplete application packages (i.e. failure to explain "yes" answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Individuals selected for positions should not quit their current job or enter into any contractual agreements with lending institutions, etc. until confirmation of the selection notification is made by the HRO-AG office with effective date of hire/in-processing.

#### PROBATIONARY PERIOD

Army Guard Reserve Soldiers will be ordered to AD or FTNGD for an initial 3-year period, as prescribed by NGRs 600-5 and 600-10. All new employees to the DE ARNG AGR Program shall be probationary for a period of three years following their initial date of hire. Soldiers who do not achieve an acceptable level of performance during their initial FTNGD tour may be released in accordance with AR 135-18, para 2-6a. During this probationary period, the DE ARNG may terminate the individual's employment for any reason. Such action shall not be subject to grievance and arbitration procedures.

In accordance with NGR 600-5, paragraph 2-6 f. AGR Soldiers will not be reassigned during the first 18 months of their initial tour without waiver.